

FOREST SERVICE COVID TESTING AND ALTERNATIVE HOUSING GUIDELINES FOR INCIDENT RESPONSE

TESTING

Testing of Forest Service Employees and Forest Service Hired ADs

All COVID testing for Forest Service personnel, engaged in incident response, should be charged to WGCovT20. Use of government purchase card is appropriate. Use the following override code that correlates to the Region in which the incident occurs:

Testing	R1	R2	R3	R4	R5	R6	R8	R9	R10
WGCovT20	0197	0216	0319	0497	0544	0697	0831	0901	1019

Employees may file a precautionary CA-1 in eSafety when testing occurs. Follow agency Worker's Compensation guidance for submission of a claim to Department of Labor if the test comes back positive.

Testing of Non-Forest Service Personnel Related to Incident Response

If a Forest Service micro-purchase cardholder (such as a Buying Team Member) is requested to pay for testing for Department of Interior or Non-Federal personnel (State, local government, contractors), charge WGCovT20 and the associated override code as outlined above.

Cardholder & Incident Management Team Process for COVID Related Testing

Use of government purchase card to pay for COVID related testing IS authorized. Authorization will come from the Incident Management Team, utilizing the M# Log attached. Note: the Forest Service does not consider COVID related testing as an Agency Provided Medical Care activity; however, the M# Log process is utilized for government purchase card documentation and tracking purposes. There is a \$2,500 limit for services for micro-purchasers. Cardholders will need to retain a copy of the M# Log for government purchase card documentation. **Employee names should NOT be included on the log provided.** Additionally, all policies and [Government Purchase Card COVID-19](#) instructions for reconciling must be followed.

ALTERNATIVE HOUSING

Alternative Housing for Forest Service Employees

COVID related alternative housing, required while an employee is assigned to an incident, should be charged to WGCovH20. Use the following override that correlates to the Region in which the incident occurs:

Housing	R1	R2	R3	R4	R5	R6	R8	R9	R10
WGCovH20	0197	0216	0319	0497	0544	0697	0831	0901	1019

Employees requiring alternative housing while assigned to an incident (either while awaiting test results or to meet required isolation direction) should utilize the agency provided government travel card to pay for these expenses. If the employee does not have a government provided travel card then a warranted government purchase card holder may



pay for these expenses.

Alternative Housing for Non-Forest Service Employees

Other federal employees, including Department of Interior, should follow agency provided guidance for utilization of government travel cards to obtain alternative housing while assigned to an incident.

Cardholder and Incident Management Team Process for Alternative Housing

Use of government warranted cardholder to pay for COVID related alternative housing IS authorized.

Authorization will come from the Incident Management Team, utilizing the Supply Resource Order (S#) process. If possible, the COVID specific job code (WGCOVH20) should be referenced in the remarks of the resource order. Cardholders will need to retain a copy of the Supply Resource Order for government purchase card documentation. Additionally, all policies and [Government Purchase Card COVID-19](#) instructions for reconciling must be followed.

If a Forest Service warranted government purchase card holder is requested to provide alternative housing for an incident responder that meets the criteria, regardless of employing agency, charge to WGCOVH20 and apply the appropriate override code per the direction above, regardless of the incident job code provided in the Financial Code block of the resource order.

PAY STATUS

Pay Status of Forest Service Employees

Employees assigned to an incident will be paid their base salary while awaiting test results or during an isolation period. (Refer to Chapter 10, pg. 10-5 of the National Wildfire Coordination Group Standards for Interagency Incident Business Management.) Employees will also be paid for any overtime hours worked, if applicable.

Pay Status of Forest Service ADs

ADs on assignment who are able to perform work while awaiting test results or during an isolation period will be paid for hours worked. ADs working away from their point of hire are guaranteed 8 hours of pay per day. ADs working at their point of hire are not guaranteed 8 hours per day and are only paid for hours worked.

Pay Status of Non-Federal Personnel

Non-federal personnel, assigned to an incident assignment, should follow employing agency guidance regarding pay status during periods of isolation or awaiting testing results. For reimbursable incidents, these expenses may be billable if the resource is still assigned to the incident and the expenses meet the criteria of the home unit.

***When feasible, resources assigned to an incident who require isolation should be released and returned to their home at the earliest convenience. These decisions will be made in coordination with public health guidance and CDC guidelines.

Attachments:

COVID Test M-Number Log



COVID Test M-Number Log

Incident Name/Number: _____

[illegible]